OCHA/UNHCR Technical Note on HRP refugee chapter and the online projects module

Geneva, August 2018

I: Introduction:
UNHCR and OCHA issued the Joint UNHCR – OCHA Note on Mixed Situations: Coordination in Practice on 24 April 2014 and three subsequent joint letters (29 September 2015 / 2 September 2016 / 5 June 2018, see annex) stating the respective accountabilities, roles and responsibilities of the Humanitarian Coordinator and UNHCR Representative in mixed situations (where the populations of humanitarian concern include refugees, IDPs, and other affected groups).

This note clarifies how these agreements translate in practical terms into the HRPs process at field level in order to capture and present the refugee caseload in an HRP. In addition, the note explains in detail how to register the refugee response in the HPC.tools Response Planning Module (RPM) and refugee projects in the HPC.tools Projects Module (new OPS).

II: In practice:
The principles presented apply for all HRP countries where the population of concern includes both refugees and other populations.

- OCHA coordinates the preparation, implementation, monitoring and reporting of the country Humanitarian Response Plan. The Refugee Response Plan is an integral yet distinct part of the overall HRP.
- UNHCR leads the refugee response and coordinates the development of the HRP refugee chapter. The refugee response may also be presented in separate plans issued by UNHCR such as Country and Regional Refugee Response Plans (RRPs).

III: Presenting the refugee response in the HRP template
- The Refugee Response Plan chapter presents the narrative, financial requirements, target population, objectives, indicators and targets related to refugees.

- In addition, the financial requirements and the caseloads pertaining to refugees corresponding to specific sectors will be reflected throughout the HRP document.
UNHCR will review and approve the Refugee Response Plan chapter including all narratives, budget tables, and infographics prior to publication to ensure the refugee response is accurately reflected.

Multi-sector projects: the term “multisector” was generally only used for projects targeting refugees. With the increasing emphasis on multi-/intersectoral analysis and planning, as with the use of multi-purpose cash (MPC) it is more appropriate to use the term for any humanitarian action that is by its nature, multisectoral (touches on many sectors without possibility to split), or non-sectoral (does not correspond to any of the existing sectors). The term “multisector” is no longer specific to refugee projects. Refugee projects can therefore be sectoral (i.e. can be categorised under one or several specific sectors, splitting budgets and caseloads) or multisectoral (covering multiple sectors without being able to split budgets or caseloads), but should always be registered as refugee projects.

IV: HPC Tools

OCHA at country level will coordinate efforts to facilitate the collection of data and narrative that will feed into the HPC.tools RPM and Projects Modules, and finally the HRP document. UNHCR will facilitate the collection of data and narrative for the refugee chapter.
A> Presenting the Refugee Response in RPM

RPM is used by humanitarian actors to create and manage the monitoring frameworks (caseloads, objectives, activities, indicators) of each coordinating entity. When creating these entities, the tool’s ‘Plan Administrator’ (in OCHA) will create an entity called ‘Refugee Response’ (this should no longer be called ‘Multi-sectoral Response for Refugees’), and assign responsibility for this entity’s framework to relevant staff in UNHCR.

UNHCR will then have sole responsibility to specify the framework for the refugee response. In some countries, this framework will be created directly in the RPM tool by UNHCR, separately from, but in the same way that Cluster coordinators create their frameworks (see screenshot). More information is available on how to do this in the RPM manuals and trainings provided. In other countries, OCHA will request that the framework is submitted to them by email, and OCHA will then enter the framework into the RPM tool.

B> Registering refugee response projects in the Projects Module

Main Principles for Recording Refugee Projects

Assistance to refugees is generally provided according to two different scenarios:

1. Refugees are geographically separate from IDPs and other population groups, or refugees live in the same area but receive distinct assistance.
2. Assistance is provided to populations in a given area, no matter their legal status.

In both cases, agencies entering their projects in the Projects Module are asked to register refugee-targeting projects separately from other population projects to ensure that distinct planning data (budgets, targets etc) is available for the refugee response.
Registration by the project owner

In all field contexts with a Refugee Response, “Refugee Response” will appear as an option in the cluster/sector list in the Projects Module, and this should be selected in addition to any specific thematic sectors. This means that:

- For a single-sector refugee project, e.g. one that delivers food assistance to refugees, a user should select both Refugee Response and Food Security from the list (Screenshot Case 1). Only UNHCR will approve the project, but for sectoral analysis purposes (including in the Food Security chapter of the HRP), the project’s caseloads will be shown together with other food security-related caseloads managed by the Food Security cluster.

- If a refugee project has distinct well-defined activities in several sectors, and the budget can be split between sectors, then all of the relevant sectors should be selected from the list in addition to Refugee Response (Screenshot Case 2). To enable sectoral analysis and financial tracking, the project’s budget will need to be divided between the associated global sectors. However, even in this case, UNHCR remains the only project reviewer.

- For a multisector refugee project, where requirements are not divisible by sector, a user should select only Refugee Response from the list (Screenshot Case 3). Only UNHCR will approve the project.